

# APM 2008 Checklist

- 1) Enter FY 2008 (July 1, 2007 – June 30, 2008) Actual Costs
  - a. Enter application in Edit mode
  - b. Set **Application Status** field to 'Tracking' (if not already)
  - c. Click **Update** to save
  - d. Go to **Cost Tracking** tab
  - e. Verify application 'Snapshot Report' month and 'Current Month' on **Cost Tracking** tab both equal 'July 2007'
    - i. If they both are NOT equal to July 2007 STOP, call Charles Richards at 754-6612

**Both Should Equal July 2007**

Levels	Original Budget			Application to Date
	Jul-2007	Year to Date	2008	
<input type="checkbox"/> Total Cost	\$ 5,035	\$ 5,035	\$ 60,414	\$ 73,515

- f. Drill down to Level 4
  - g. Scroll to the right until you see the column heading for 'Actual Costs'
  - h. Click on lightning bolt icon (⚡) to enter actual costs for each applicable Level 4 cost category
  - i. Click **Update** to save changes
- 2) Extend and Update an Application's Roadmap to 2013
 

The last year in the application roadmap is tied to the year of the application's Retirement Date. To extend the roadmap just change the retirement date:

  - a. Enter application in edit mode
  - b. Click on the calendar icon (📅) next to the Retirement Date field
  - c. Choose the new retirement date
  - d. Click **Update** to save the changes
  - e. Scroll down to the Application Roadmap section
  - f. In the roadmap section you may have to scroll to the right to see the additional years
  - g. Choose the appropriate decision for each of the new years as well as any existing years
  - h. Click **Update** to save the changes

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- 3) Add New Applications to Portfolio (if necessary)
  - a. On the Builder screen (main screen) click the **Add** tab at the bottom of the screen
  - b. **Add New Entity Wizard** window will pop up
  - c. Set **Organizational Hierarchy** to 'Your Agency'
  - d. Set **Select Entity** to 'Application'
  - e. Click **Add Entity**
  - f. Fill in fields with green asterisk (\*) next to them
  - g. Click **Add** at the bottom
  - h. You will now have the ability to periodically save your progress by clicking **Update**
  - i. Fill in the rest of the fields on the Application Info tab along with the Budget Cost, Strategic Impact, Architectural Fit, Risk Assessment, Operational Performance
  - j. Change **Application Status** field to 'Tracking' and enter Actual application expenditures on Cost Tracking tab
- 4) Verify Existing Answers to Current Applications
  - a. Enter application in Edit mode
  - b. Verify answers for fields on the Application Info tab along with the Budget Cost, Strategic Impact, Architectural Fit, Risk Assessment, Operational Performance
  - c. Update 'Last Complete Information Verification' date field
  - d. For applications that have been Retired please verify that the following fields have been updated:
    - i. Retirement Date is set to appropriate date
    - ii. Roadmap value has been set to 'Retire'
    - iii. There are no costs on the Budget Cost tab for years after an application has been retired
    - iv. **Application Lifecycle Phase** has been set to 'Retired'
- 5) Enter Application to Application Interface
  - a. Enter application in Edit mode
  - b. On the Application Info tab, click on the Application Associations link
  - c. Click on the Dependent Applications tab; Associate Application with Dependent Applications tab displays
  - d. Click Add
    - i. Name column displays Application Name
    - ii. Dependency column displays dropdown list (choices: Sends To, Receives From, Exchanges)
    - iii. Name column displays dropdown list of all systems in APM
  - e. Select the name of the system that is dependent on the Application and select the type of dependency
  - f. Click update.
  - g. If the Application has more than one dependency, click Add and repeat steps e and f until all dependencies are recorded.

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- 6) Answer Additional Disaster Recovery Questions
  - a. Enter application in Edit mode
  - b. On the Application Info tab, scroll down to the **Disaster Recovery Planning** section.
  - c. Answer the new question, '*Adequate Offsite Backup and Restore Capability*'. Definition is - Can the application's Recovery Time Objective (RTO) and Recovery Point Objective (RPO) be achieved using the selected provision for DR/BCP processing?
    - i. Yes
    - ii. No
  - d. Answer the new question, '*Estimate Resources/Cost Needed to Implement Adequate Recovery*'. Definition is – If answer to the question '*Adequate Offsite Backup and Restore Capability*' is No, estimate cost of implementing adequate offsite backup and restore capability for this application.
    - i. \$0-\$10,000
    - ii. \$10,000-\$50,000
    - iii. \$50,000-\$100,000
    - iv. > \$100,000
  - e. Answer the new question, '*Justification of Estimate of Additional Resources*'. Definition is – Briefly discuss the types of resources needed (Ex. people, hardware, software, etc.) for *Estimate Resources/Cost Needed to Implement Adequate Recovery*'.
  - f. Answer the new question, '*Date of Last Successful Disaster Recovery Test*'. Definition is – When was the most recent **successful** disaster recovery test for this application?
    - i. Never Tested
    - ii. Tested, unsuccessful recovery
    - iii. Before 2007
    - iv. 2007
    - v. 2008
  - g. Click update